

**PRE-APPLICATION INFORMATION**

**Zoning Administration Process Overview:** A project may be subject to various reviews and criteria depending on the scope of work and the Unified Development Code (UDC). Please note that your projects may not be subject to review by all review authorities used in the table below. The Zoning Administration processes at Planning and Development Services Department (PDSD) include:

Review Process	Review Authorities	PDSD Planning Contact
<b>Design Development Option (DDO)</b> [UDC Section 3.11.1]	Design Review Board (DRB)	Russlyn Wells – (520) 837-4948
<b>Flexible Lot Development (FLD)</b> [UDC Section 8.7.3]	Design Professional	Carolyn Laurie – (520) 837-4953
<b>Historic Preservation Zone (HPZ)</b> [UDC Section 5.8]	1. Neighborhood Historic Advisory Board 2. Tucson-Pima County Historical Commission (T-PCHC) Plans Review Subcommittee (PRS)	Michael Taku – (520) 837-4963
<b>Infill Incentive District (IID)</b> [UDC Section 5.12]	1. Neighborhood Liaison 2. Design Professional 3. T-PCHC PRS 4. Design Review Committee (IID-DRC)	Carolyn Laurie – (520) 837-4953
<b>Individual Parking Plan (IPP)</b> [UDC Section 7.4.5.A]		Mark Castro – (520) 837-4979
<b>Main Gate District (MGD) Design</b> [MGD Policy]	1. Neighborhood Historic Advisory Board 2. T-PCHC PRS 3. Main Gate District Design Review Committee (MGD-DRC)	Carolyn Laurie – (520) 837-4953
<b>Neighborhood Preservation Zone (NPZ)</b> [UDC Section 5.10]	Design Professional	Carolyn Laurie – (520) 837-4953
<b>Rio Nuevo Area (RNA) (formerly RND)</b> [UDC Section 5.12.7]	1. T-PCHC PRS 2. Design Review Board (DRB)	Michael Taku – (520) 837-4963 Carolyn Laurie – (520) 837-4953
<b>Variances</b> [UDC Section 3.10.3]	Design Review Board (DRB) Board of Adjustment (B/A)	Mark Castro – (520) 837-4979 Russlyn Wells – (520) 837-4948

**UDC Compliance Review:** All projects must **FIRST** be submitted for compliance review at the PDSD 1<sup>st</sup> floor, 201 North Stone Avenue, (520) 791-5550. The UDC compliance comments for the project are generated by PDSD staff after completing their review of the detailed development package submitted for the project to ensure that all needed modifications are identified.

**Pre-Application Meeting:** Once you have completed the following Application Form (Page 2) and obtained the Submittal Requirements (Page 3). Applications for pre-submittal conferences must include a completed application form submitted by 4:30 PM, seven (7) working days prior to the requested conference date with the \$100 fee, payable to *The City of Tucson*. Staff will fill out the Case Information (Page 4) and advise applicants on any additional UDC requirements to complete the application package to initiate the review process.



## APPLICATION

Case Number \_\_\_\_\_

Date Accepted: \_\_\_\_\_

### **PROPERTY LOCATION INFORMATION**

Property Development (Project) Name (IF APPLICABLE): \_\_\_\_\_

Property Address: \_\_\_\_\_

Applicable Area/Neighborhood/Overlay: \_\_\_\_\_

Zoning: \_\_\_\_\_

Historic Status: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Pima County Tax Parcel Number/s: \_\_\_\_\_

Site and Building Area (sq ft): \_\_\_\_\_

### **APPLICANT INFORMATION** (The person processing the application and designated to receive notices):

APPLICANT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: (       ) \_\_\_\_\_

FAX: (       ) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROPERTY OWNER NAME (If ownership in escrow, please note): \_\_\_\_\_

PHONE: (       ) \_\_\_\_\_

FAX: (       ) \_\_\_\_\_

PROJECT TYPE (check all that apply):

(   ) New building on vacant land

(   ) New addition to existing building

(   ) Change of use to existing building

(   ) New building on developed land

(   ) Other

Related Permitted Activity Number(s): \_\_\_\_\_

DESCRIPTION OF USE: \_\_\_\_\_

I hereby certify that all information contained in this application is complete and true to the best of my knowledge.

SIGNATURE OF OWNER/APPLICANT \_\_\_\_\_

Date \_\_\_\_\_

**SUBMITTAL REQUIREMENTS****PLEASE PROVIDE THE FOLLOWING MATERIALS IN THIS ORDER:**

1.	<b>Application</b> form (signed by the Property Owner or Authorized Agent – include letter of authorization).
2.	Written <b>summary</b> of neighborhood meeting with sign in sheet and agenda (if applicable).
3.	Project <b>statement</b> outlining scope of work.
4.	UDC compliance review <b>comments</b> (obtained at the 1 <sup>st</sup> floor).
5.	Pima county assessor's record parcel <b>detail</b> and record map.
6.	Color aerial <b>photograph</b> of subject property (if applicable).
7.	Color, labeled <b>photographs</b> of project site existing conditions (north, south, east and west elevations of all structures on the property) and surrounding area (if applicable).
8.	Color <b>photographs</b> of precedent examples in surrounding area, labeled with property addresses and keyed on the aerial photograph (if applicable).
9.	Site <b>Plan</b> (and landscape plan and floor plans if applicable) drawn to scale at 11"x17", folded*, prepared in accordance to Section 2-06.0.0, in the Administrative Manual.
10.	<b>Elevations</b> (and contextual elevations if applicable) drawn to scale at 11"x17", folded*, dimensions, proposed materials (if applicable) prepared in accordance to Section 2-06.0.0.
11.	<b>Samples</b> , cut sheets and/or photographs of the type, color and texture of the proposed materials (if applicable).
12.	<b>PDF</b> of all above listed items (number of hard copies may be required).
13.	Applicable <b>fees</b> (payable to City of Tucson).
14.	(Other)

\*For 11" X 17" format "z" fold as follows: With plan face up bring right side to left side (text to text), align edges and crease right edge. Bring top corner of open edge (top panel only) down to center of right folded edge (creates a diagonal edge on left), align and crease.

Additional application materials may be required at the time of your meeting with staff.

Refer to Supplemental Information per review process for material instructions, etc.

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*For Zoning and Subdivision review, the Unified Development Code (UDC) applies to this application. If you feel the Land Use Code (LUC) should apply, please consult with Zoning review staff. Applicable timeframes can be provided at your request or found in Administrative Manual Sec. 3-02 or found on our website at <http://cms3.tucsonaz.gov/pdsd>. For information about applications or applicable policies and ordinance, please contact us at (520) 791-5550.*

*By state law, we cannot initiate a discussion with you about your rights and options, but we are happy to answer any questions you might have.*



### CASE INFORMATION

*(To be completed by PDSD staff at pre-application meeting)*

#### **CASE INFORMATION**

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Case Number (E.g. HPZ-14-11, IID-15-01):

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Related Permitted Activity Number(s):

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Review Process (E.g. HPZ, DDO, IID – Major/Minor):

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Applicable Fees:

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Pre-Application Accepted by:

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Pre-Application Meeting scheduled for:

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Additional Notes:

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Next Steps (E.g neighborhood meeting, recommendation from T-PCHC PRS, Design Professional, etc.):

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